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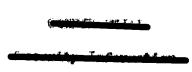
Cantani Intelligence Acancy Vachington, D. C.

BOTTON NO.

5 July 1952

SUBJECT: Employment and Training of Clarical Personnel

- In Commandation of Interim Assignment Branch, formerly the Personnel Fool, has as its objective the improvement of the selection and placement of better qualified clerical personnel. The Interim Assignment branch (IAB) is operated by the Personnel Office for the purpose of maintaining a constant reserve of clerical personnel for assignment as regular turnover replacements and to supply expanding staffing requirements. The Office of Training is responsible for the training of clerks, typists, stanographers, and secretaries who are emaigned to IAB. The IAB serves as the medium through which the Agency holds such personnel during the paried of security processing and subsequently until they are considered qualified for their specific assignments.
- 2. Oversee Assignment. It is highly desirable that personnel with previous Agency experience be utilized for oversees positions. Accordingly, it is the general policy of the Agency to fill all types of eversees clerical positions by transfer and resemignment of present departmental personnel. All offices will give fallest cooperation in implementing this policy, which should stop many of the present difficulties conserving crientation, per dies, and other problems evolving from the present practice of recruiting externally for direct oversees assignment.
- J. <u>[letting. All</u> clorks, typists, stenographers, and secretaries hereafter recruited will be eletted against positions of the IAB regardless of recruitment source. Clerical personnel recruited by sembers of operating offices will be corsorked for eventual assignment to the operating offices will be referrals if such action is desired. Vacancies in operating offices will be filled by placement of qualified employees from the IAB. Through this device, positions will not be encumbered with elerical personnel in process who may finally fail to enter on duty. When the Assistant Director (Personnel) determines that exception is justified he may approve slatting of a recruit directly against an everseas position.
- h. Standards of Profisioney. The Personnel Office will enter on dety is the IAB only those persons who seet the standards of profisioney for the grades for which they are recruited or whose potentialities assure that acceptable standards of profisioney will be reached through the training given in the IAB. If an individual fails to attain these acceptable standards, the Office of Training and the Personnel Office will



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determine the advicability of additional training. If it is determined that additional training would not be profitable, the employee will either be savigned to another position not requiring the skills which he appears mable to develop or will be separated for failure to qualify.

- to the IAB must take a training course of at least two weeks' duration unless results of tests indicate no need for further training, in which case the individuals will be assigned available work projects. Insofer as operating office requirements will permit, clerical personnel who ester on duty only after full security clearance will complete the same training as that required of persons she are assigned to the IAB while assiting security clearance. Since certain portions of the full training course are of a classified nature, each cleared clerk will be given two days and all others three days of training immediately prior to release from the IAB. This latter training will sensist of practical applications of office procedures and skills for which the new supleyee will be held responsible.
- 6. Vark Projects. Provisionally cleared elerical personnel in the IAB will be detailed to perform work projects for all periods not devoted to the training program. The Personnel Office will scrope anclassified work projects from operating offices, providing deadline consistments are not involved. In order that such work projects will not backles to the detriment of the operating offices, the Personnel Office will accept them only to the extent that the IAB's especity indicates their prospt completion in a reasonable period of time.

FOR THE DIRECTOR OF CHRISAL INTELLIGENCES

L. K. White Acting Deputy Director (Administration)

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